



UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

DoD Government Purchase Card Tutorial

The Department of Defense has mandated new training for all Government Purchase Card stakeholders as stated in the memorandum dated September 27, 2002 and signed by Deidre Lee, Director of Defense Procurement.

The mandatory ***Government Purchase Card (GPC) Tutorial***, presented by the Defense Acquisition University (DAU), is a web-based training module located at <https://www.atrrs.army.mil/channels/aitas/logon.asp>

The training MUST be taken by all new cardholders, approving officials, billing officials and agency program coordinators. The training is mandatory and must be completed before cards will be issued or duties assumed. All current card holders and billing officials must complete the tutorial as part of the required refresher training within 60 days of notification from the Agency Program Coordinator.

The DAU Government Purchase Card Tutorial is the first part of a two part Purchase Card Training program. The second part being the training provided at the local level to reflect Military Departments, command, agency and local restriction and procedures. **The on-line tutorial should be completed prior to attending the local training provided by the Regional Contracting Office (RCO).**

A course description and instructions for completing the on-line registration and accessing the course are provided on the following slides.

If you need assistance contact the GPC A/OPC at RCO Wuerzburg at DSN 351-4216.



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DoD Government Purchase Card Tutorial – Cont'd

Description: This self-paced course is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. The DoD Government Purchase Card Tutorial was developed in order to train Government Purchase Cardholder and Billing Official nominees to be at ease with using the Government Purchase Card.

This course is a prerequisite to the cardholder's respective agency specific GPC training provided at the local level that must be completed prior to issuance of the Purchase Card.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. **The post-test requires a 100%** and may be taken as many times as necessary to obtain a passing score.

A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it is available anytime on-line in your personal student transcript.



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ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.atrrs.army.mil/channels/aitas/default.asp?page=logoff.asp>

ATRRS Internet Training Application System

Main Menu

- Student
 - Apply for Training
 - Apply for Ethics CL
 - Review Application(s)
 - Cancel Reservation/Wait
 - Delete Application
 - Search for Continuous Learning Modules
 - Continuous Learning Training
 - Update Profile
 - Resend Supervisor Email(s)
 - Course Lookup
 - Create/Edit Travel Worksheet
 - Logoff
- Help!
 - FAQ
 - Travel Worksheet Guidance
 - How To's
 - Links
 - Pre Course Material
 - Privacy Act Statement
 - PMT 352 Overview
 - Contact Information
- Data On Demand

Please sign in below.

Please select a Category

Select a method to logon
 AKO User ID SSN and DOB

Social Security No: - - (no dashes please)

Date of birth: Month Day Year (MMDDYYYY)

What is AKO?

Notice to Users:
The "Category" drop-down list above has been expanded to include "DAU Continuous Learning Modules".
The new Category should only be selected if you want to apply for a CL Module.
Select one of the other categories if you are going to apply for a DAU Classroom or Web Course.

For DAU Continuous Learning Modules - Click Here

Announcements

6 Mar 2006

[Acquisition Workforce Ethics Training](#)
22 Nov 2004

[LOG LOG 201A](#)
18 Oct 2004

[CON 104A/B Enrollment to End](#)

Start | Microsoft... | Inbox - ... | Civilian P... | GPC Trai... | Presenta... | DAU GPC... | ATRRS ... | 8:34 AM

- 1) Select "Continuous Learning Modules" from drop down menu
- 2) Enter SSN
- 3) Select Date of birth
- 4) Click Logon >>



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AITAS Student Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.atrrs.army.mil/channels/aitas/student/appFrame.asp>

4/5/2005

ATRRS Internet Training Application System

Please verify/enter your information below. Be sure to be as accurate as possible, misinformation may prevent your applications from being processed.

Verify/Enter Student Information

Student Info: (Note: Do not enter your Home of Record; please enter your current address.)

SSN: 222222222 Last Name: First Name: MI:

Gender: Male Date of Birth: Jan 2 1962

Street: City: State: ZIP: -

Home Country: Please Select Your Home Country

Security Clearance:

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Origin Airport Code: [Click here to search for an airport code](#)

Pay Plan: Pay Grade:

Note: After selecting a Pay Plan and Pay Grade, fill in the fields below marked with a ▶

▶ **Civilian Job Series:** ▶ **Enlisted MOS:** **Intern:**

▶ **Officer Branch:**

▶ **Functional Area:**

▶ **Career Program Code:**

Student's Contact Info:

Organization: Please Select Your Organization

Phone: - - Ext: DSN: - Ext: Fax: - -

Street: City: State: ZIP: -

Unit Country: Please Select Your Duty Location

Important! Since AITAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.

Email:

Course Lookup Prepare Application Review Application(s) Change Profile Resend Emails Logoff

Start | Internet | 2:19 PM

1) Complete form (All blanks must be filled)
Street-CMR or Unit #, City-APO, State-AE
Origin Airport Code:FRA
Enlisted MOS- Enter MOS and skill level (i.e. 92Y2)
2)Click "Update Profile" (Bottom Right)



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ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.atrrs.army.mil/channels/aitas/default.asp?page=logoff.asp>

ATRRS Internet Training Application System

Main Menu

Student

- Apply for Training
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- Search for Continuous Learning Modules
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- Update Profile
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- Course Lookup
- Create/Edit Travel Worksheet
- Logoff

Help!

- FAQ
- Travel Worksheet Guidance
- How To's
- Links
- Pre Course Material
- Privacy Act Statement
- PMT 352 Overview
- Contact Information

Data On Demand

Once "Update Profile" process is complete;
1) Select "Apply for Training"



Please sign in below.

Please select a Category

Select a method to logon
 AKO User ID SSN and DOB

Social Security No: - - (no dashes please)

Date of birth: Month Day Year (MMDDYYYY)

Logon >>

What is AKO?

Notice to Users:
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The new Category should only be selected if you want to apply for a CL Module.
Select one of the other categories if you are going to apply for a DAU Classroom or Web Course.

Continuous Learning Modules - Click Here

Announcements

6 Mar 2006
[CLC 106 Update](#)

1 Feb 2005
[Students Who Don't Acknowledge Their Web-Based Courses](#)

30 Dec 2004
[Contracting for the Rest of Us](#)

30 Nov 2004
[Acquisition Workforce Ethics Training](#)

22 Nov 2004
[LOG LOG 201A](#)

18 Oct 2004
[CON 104A/B Enrollment to End](#)

Start | Microsoft... | Inbox - ... | Civilian P... | GPC Trai... | Presenta... | DAU GPC... | ATRRS ... | Trusted sites | 8:34 AM



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ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://www.atrrs.army.mil/channels/aitas/default.asp?page=logoff.asp> Go Links

ATRRS Internet Training Application System Main Menu

3/7/2006

ATRRS Internet Training Application System

Select an FY and Course from the lists below. If you have an approved IDP, only courses listed in your IDP will be displayed.

Find A Course
Perform the steps below to find a course.

Step One
The first step is to select a fiscal year by first clicking on the down arrow and then clicking on one of the listed years.

FY: ← **1) Select current FY**

Step Two
Training Category: DAU Continuous Learning (CL) Modules

Step Three
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course:

Step Four
The last step is to click on the search button.

Search

- ETHICS TRAINING FOR AT&L WORKFORCE - CLM 003
- DOD GOVERNMENT PURCHASE CARD - CLG 001** ← **2) Select "DOD Government Purchase Card - CLG 001"**
- GOVERNMENT PURCHASE CARD REFRESHER TRAINING - CLG 004
- A-76 COMPETITIVE SOURCING OVERVIEW - CLC 037
- ACQUISITION OF SERVICES - CLC 014
- ADMINISTRATION OF OTHER TRANSACTIONS - CLC 102
- ANALYSIS OF ALTERNATIVES (AOA) - USAF PROCESS - CLM 101
- ANALYZING PROFIT OR FEE - CLC 104
- ASSESSING PERFORMANCE - HBS 127
- ASSESSMENTS OF TECHNOLOGY READINESS LEVELS - CLL 010

[? Suggestions? Please email us now.](#)

NOTE IS FOR OFFICIAL USE ONLY

Course Lookup Apply for Training Review Application(s) Change Profile Resend Emails Create/Edit Travel Worksheet Logoff

Done Trusted sites

Start Microsoft... Inbox... Civilian P... GPC Trai... Presenta... DAU GPC... ATRRS ... 8:40 AM

3) Click Search →



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AITAS Student Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <https://www.atrrs.army.mil/channels/aitas/student/appFrame.asp> Go Links

AITAS Registration for DAU Virtual Campus (DAU Continuous Learning Module)

**You have been approved for CLG 001, a DAU Continuous Learning Module.
The DAU Virtual Campus will send you an email with instructions.
Students are not dropped and/or cancelled from DAU CL Modules.
Once approved, the DAU Virtual Campus will send you an email with instructions.**

Although this training is required for all DOD AT&L personnel, a non-acquisition priority is assigned all personnel who apply. The priority has no impact on how soon you will be able to access the Course. Due to the large number of people requiring this training, you may first be placed on a wait list before you are able to access the training material. The wait list works as a rolling admission, which means that once an individual completes, the next wait, based on his/her date/time stamp, will be able to begin the Course. Once you have been granted Course access you will be forwarded a Course Welcome email from DAU.

1)Registration Process Complete.
2)Email from DAU allowing course access will follow.

Course Lookup Prepare Application Review Application(s) Change Profile Resend Emails Logoff

Start | Internet | 3:01 PM



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Enrollment Notification - Course Welcome--##### - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send Attach as Adobe PDF Options...

To: XXXXX.XXXXX@DAU.MIL

Cc: XXXX.XXXXX@US.ARMY.MIL

Bcc:

Subject: Enrollment Notification - Course Welcome--#####

Dear XXXXXXXXXX,

Welcome. You have enrolled in a Defense Acquisition University (DAU) continuous learning module. To access the course, please go to <https://atlas.dau.gov> website. If you have taken DAU online courses in the past, you already have your User Name and Password. If you have misplaced or forgotten your User Name and Password, they can be retrieved from the log in screen under Forgot User Name? or Forgot Password. If you are a new enrollee of DAU online courses, you should have just received a User Name and Password via two emails. You will have 30 calendar days to complete this Continuous Learning module. You must get 100 percent on the exam to pass the course. This continuous learning module does not have an instructor available to assist you. The DAU Help Desk is available to answer any questions regarding the setup or if you have difficulty operating the website or the lessons. Their contact information is listed below. When calling in, select option 1 for the DAU Virtual Campus. Good Luck!!

Student Information:
Name :XXXXX XXXXXX
Email :XXXX.XXXXX@US.ARMY.MIL
User Name :AAAAAAAAA1234

Enrollment Information:
CLG001 DoD Government Purchase Card - Section - 999
Enrollment Start Date :DD-MMM-YYYY
Enrollment Expire Date :DD-MMM-YYYY

Instructor(s) Information:
Instructor : XXXXX XXXXX
Email : XXXXX.XXXXX@DAU.MIL
Business Phone : 7038054970

HelpDesk can be reached at:
1-866-568-6924 (Toll Free)
703-805-3459 (Commercial)
Hours 0600-1800 Mon-Fri EST
You can Email Help Desk at:dauhhelp@dau.mil

1) Two Emails from DAU will arrive allowing course access. They will contain your User ID and password

2) Follow instructions from email to take course.

**NOTE:For questions or problems contact the DAU Help Desk:
312-225-2353/2060 (DSN)
703-695-2353/2060 (Commercial)
1-866-568-6924 (Toll Free)
Hours 0600-1800 Mon-Fri EST
You can Email Help Desk at:dauhhelp@dau.milEmail
dauhhelp@dau.mil**

Start Microsoft Ex... Inbox - Micr...



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ATLAS Pro - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail

Address <https://atlas5.dau.gov/html/login/login.jsp> Go Links

DAU Virtual Campus

DAU Homepage
Training Courses
Continuous Learning
Knowledge Sharing
Performance Support

— Virtual Campus Links —

Student Affairs
Orientation to E-Learning
Help
Student Support Tools
About
Login to Virtual Campus

Welcome to the Defense Acquisition University Virtual Campus!

A Department of Defense resource that supports the Acquisition, Technology and Logistics (AT&L) workforce access to certification training and continuous learning.

If you are a student wanting to access the Virtual Campus, click [HERE](#).
If you are DAU faculty/staff or customer training office representatives/external reviewers and need an account, select Need an Account.

1) Enter User ID and password

For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Courses.

If you bookmark our website <https://atlas.dau.gov>, ensure there are NO numbers included for example <https://atlas1.dau.gov>. This cancels out load balancing between servers.

Supported browsers : Netscape 7.1+, IE 5+, and Mozilla 1.4

Login to Virtual Campus

Username:

Password:

Login

[NEED AN ACCOUNT?](#)
[FORGOT PASSWORD?](#)
[FORGOT USERNAME?](#)

[Apply for Courses](#) | [Orientation to E-Learning](#) | [CLC](#) | [Tutorials](#) | [AKSS](#) | [FAQs](#) | [News](#)

ATLASPro

Start | Microsoft Ex... | Inbox - Micr... | GPC Training | Microsoft Po... | Enrollment ... | ATLAS Pro ... | 4:10 PM



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https://atlas5.dau.gov/html/desktop/Desktop.jsp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://atlas5.dau.gov/html/desktop/Desktop.jsp Go Links

DAU Virtual Campus

WELCOME BACK KIRC TAVARES!

Student Acknowledge Enrollment

- You have been enrolled in the course(s) listed below.
- Clicking on 'I Acknowledge' will verify that you are aware of the enrollment and that you are ready to start the course. You will be redirected to your desktop once you acknowledge enrollment.
- If you have been enrolled inadvertently to this/these courses please call the Help Desk at 1-866-568-6924 (Toll Free) or DSN 655-3459.

New Courses

Course	Status	Enroll Date	Expiration Date
CLG001	Enrolled	04/05/2005	05/06/2005

1) Select "I Acknowledge" → **I Acknowledge**

ATLASPro

Done Internet

Start Micro... Draft... GPC... Micro... Enroll... http... U.S. ... 8:03 AM



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ATLAS Pro - Microsoft Internet Explorer

Address: <https://atlas5.dau.gov/html/desktop/student/ProcessAcknowledgement.jsp>

DAU Virtual Campus

My Information Enrollment Records My Schedule Search

DAU Homepage
Training Courses
Continuous Learning
Knowledge Sharing
Performance Support

— Virtual Campus Links —

My Desktop
User
E-Learning
Help
Student Support Tools
Feedback
About
Logout

Student **Desktop**

▶ To enroll in a course select 'Enrollment' from the top menu.
▶ If you are enrolled in a course, click on the course link to access the courseware.
▶ To request a Transcript or to Generate a Certificate select 'Records' from the top menu.

You are enrolled in the following CLC course(s).

CLG001 DoD Government Purchase Card Section 888	
Primary Instructor :	Secondary Instructor :
Start Date : 04/05/2005	End Date : 05/06/2005 View Gradebook
My Student Support Tools:	
Assignment: 0 FAQ: 0 Forum: 0 Glossary: 0 Library: 0 News: 0 Notebook: 0	

You have passed the following online courses.

CON 237 Simplified Acquisition Procedures	[Official Certificate] [Download Official Certificate]
CON 110 Mission Support Planning	[Official Certificate] [Download Official Certificate]
CLM 003 Ethics Training for Acquisition Technology and Logistics	[Official Certificate] [Download Official Certificate]
CLG 001 DoD Government Purchase Card	[Official Certificate] [Download Official Certificate]

ATLASPro

8:07 AM

1) Select CLG001 and complete course

2) Once Course is complete; This is the location to print out the certificate to turn in with Cardholder/Approving official application